



City of Norfolk
Fiscal Year 2007
Community Development Block Grant (CDBG)
APPLICATION REVIEW, DECISION PROCESS OVERVIEW
AND FY07 CALENDAR

Deadline December 16, 2005 by 5:00p.m.

Please Note: Late Applications will not be accepted.
Separate applications must be submitted for each project.
All other applications are obsolete.

- The application review process has three phases:
 - **Phase One:** Applications are reviewed by the Consolidated Plan Work Group, which consists of staff from City departments and agencies. Applications are initially reviewed for their eligibility under federal program guidelines. Eligible projects are then reviewed according to their contribution to the goals and objectives of the City's approved Consolidated Plan, their ability to help the City meet federal program guidelines, and other local priorities. Organizational capacity, experience, and past performance are also considered. Working with the Consolidated Plan Work Group is the **Citizen's Advisory Group. This group is composed of representatives from organizations and groups that advocate for low income persons or persons residing in areas affected by public actions. This group serves in an advisory capacity.**
 - **Phase Two:** The Consolidated Plan Work Group prepares a recommendation that is forwarded to the Norfolk City Planning Commission. The Commission holds a public hearing on this recommendation, and subsequently, prepares its recommendation, which is forwarded to the City Council.
 - **Phase Three:** The Norfolk City Council holds a public hearing on the City Planning Commission recommendation. The action of City Council adopts the Consolidated Plan, finalizing the budgets. Upon completion of the process, the City forwards the adopted Annual Plan to the U.S. Department of Housing and Urban Development for approval.
- Projects considered at the City Planning Commission and City Council public hearings are limited to those submitted according to the guidelines and timetables outlined in this package. Applicants are strongly encouraged to attend and participate at these public hearings.
- More detailed information describing these and other related citizen participation processes for the Annual Plan are found in Norfolk's approved Citizen Participation Plan. A copy of that plan can be obtained from Norfolk's Office of Grants Management, 810 Union Street, Room 508, Norfolk, VA 23510, or by calling (757) 664-4080.

EVALUATION CRITERIA

Demonstrated Need	Max. Points 20												
Project Description and Effectiveness	Max. Points 20												
Demonstrated Experience and Capacity	Max. Points 20												
Budget Completeness and Program Efficiency	Max. Points 20												
Financial Strength/Funding Leverage	Max. Points 10												
Collaboration with Other Agencies	Max. Points 5												
Preparedness for Outcomes Based Measurement	Max. Points 5												
<table> <tr> <td><u>Rating</u></td><td><u>Maximum Points</u></td></tr> <tr> <td>Very High</td><td>81-100</td></tr> <tr> <td>High</td><td>61-80</td></tr> <tr> <td>Average</td><td>41-60</td></tr> <tr> <td>Low</td><td>21-40</td></tr> <tr> <td>Very Low</td><td>0-20</td></tr> </table>		<u>Rating</u>	<u>Maximum Points</u>	Very High	81-100	High	61-80	Average	41-60	Low	21-40	Very Low	0-20
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Very High	81-100												
High	61-80												
Average	41-60												
Low	21-40												
Very Low	0-20												

FY 2007 Calendar*

Request for Proposal (Application) Release Date	Tuesday, October 25, 2005
Technical Assistance Workshop	Thursday, November 10, 2005
Deadline for Proposal Submissions	Friday, December 16, 2005
Application Interviews	February 2006
Notice of Requests that do not meet Funding Requirements	March 2006
City Planning Commission's Public Hearing on Proposed Use of Funds Statement	March 2006
City Council's Public Hearing on the Proposed Use of Funds Statement	April 2006
Letters of Awards/Denials	April 2006
Funding Year Begins	July 1, 2006

****All Dates are tentative. Exact dates to be determined (TBD). Notices of all public hearings will be placed in the Virginia Pilot-Ledger Star and the New Journal Guide. Please watch for these notices to confirm dates and times of Public Hearings.***

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION INFORMATION

I. Introduction

The Housing and Community Development Act of 1974, as amended, has as its primary objective the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income. Grant recipients must certify that their use of funds will address one of three broad objectives - benefit low and moderate families (specifically, 70% of the grant funds must benefit low and moderate income persons), aid in the elimination of slums and blight, or meet urgent needs which pose a serious threat to the health or welfare of a community.

II. Norfolk's Community Development Block Grant Program

The CDBG program generally provides for wide range of activities. Within that framework, the City of Norfolk has prepared a set of guidelines to assist it in meeting Federal and Local objectives. These include:

1. Funding through the Community Development Block Grant program projects that are difficult to fund through other sources.
2. Working only with incorporated public, nonprofit, and for-profit entities to implement activities in the Community Development Block Grant program.

III. Priority Considerations

1. Projects that directly contribute to the goals and objectives of the Consolidated Plan and help the City meet federal program requirements. An overview of the Consolidated Plan objectives is located on page 6.

Consolidated Plan 2004-2008 Objectives

ISSUE	OBJECTIVE
Affordable Housing	Improve overall quality of Norfolk's Housing Stock.
Homeownership	Increase home ownership opportunities for low and moderate-income households.
Fair Housing	Provide equal access to affordable housing for all residents in the City of Norfolk.
Homelessness	Continue efforts to help eliminate chronic homelessness in the City of Norfolk.
Special Needs	Insure there is an adequate choice of housing suitable for persons with special needs in the City of Norfolk.
Non-housing Community Development Needs	<p>Priorities include encouraging continued homeownership, to attract new and expanding commercial and industrial activities and to increase and maintain balanced growth, with sufficient revenue from non-residential sectors to compensate for the cost of services of residential development.</p> <p>Priorities also include flood drain improvements, water and sewer improvements, streets, parks and recreational facilities, commercial and industrial rehabilitation, commercial, industrial infrastructure and employment training.</p>

2. Projects that directly contribute to ongoing community and housing improvements efforts.
3. Eligible activities that are difficult to fund through other sources.
4. Support of qualified community-based services that directly contribute to City objectives.

Special Consideration for Homeless Projects:

Special Consideration will be granted for proposals that are consistent with the City of Norfolk's Strategic Plan to End Homelessness. The Strategic Plan is attached as Exhibit 1.1.

IV. Eligible Applicants

1. Applicants must be incorporated for profit, nonprofit, or public organizations or businesses able to undertake the approved activity (ies) within the boundaries of the City of Norfolk.

2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise can be demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.
3. Applicants must be able to meet other federal requirements relative to the CDBG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Federal requirements include those listed in CFR Title 24, Part 570. All applicants should be aware that additional federal requirements apply.
4. Approved applicants must comply, or demonstrate reasonable ability to comply, with the City of Norfolk's Flow of Funds Requirements. A copy of the Flow of Funds Requirements can be obtained from Norfolk's Office of Grants Management, 810 Union Street, Room 508, Norfolk, VA 23510, or by calling (757) 664-4080.

V. Eligible Activities

Under current regulations, projects assisted with Community Development Block Grant funds may include only the following activities.

1. Acquisition of real property, including air and water rights and other interests, for any public purpose with certain exceptions.
2. Disposition of any real property acquired as part of the Community Development program or the retention of such property for public purposes.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements including senior citizen centers, parks, playgrounds, centers for the handicapped, neighborhood facilities, solid waste disposal facilities, fire protection facilities and equipment, parking facilities, public utilities, street improvements, water and sewer facilities, foundations and platforms for air rights sites, pedestrian walks and walkways, and flood and drainage facilities.
4. Clearance, demolition and removal of buildings and improvements.
5. Provision of public services directed toward improving the community's public facilities and services concerned with employment, crime prevention, child care, health, drug abuse, education, welfare, or recreation. However, not more than 15 percent of the total grant amount may be used for public service activities.
6. Interim assistance to alleviate harmful conditions where immediate public action is determined to be necessary.
7. Payment of the non-federal share required in a federal grant-in-aid program undertaken as part of the community development program.
8. Payment of cost of completing existing urban renewal projects.

9. Relocation payments and assistance for persons, businesses, organizations and farm operations displaced by community development program activities.
10. Payments to housing owners for loss of rental income incurred in holding housing units to be utilized for the relocation of persons displaced by community development program activities.
11. Removal of material and architectural barriers that restrict mobility and accessibility of elderly and handicapped persons.
12. Acquisition, construction, reconstruction, rehabilitation, or installation of distribution facilities and lines of privately owned utilities where necessary and appropriate to implement revitalization or housing.
13. Rehabilitation of buildings and improvements including rehabilitation of publicly owned non-residential structures, modernization of public housing, and rehabilitation of private properties.
14. Enforcement of housing codes in delineated areas that are deteriorated or deteriorating in which such enforcement, together with public improvements and services to be provided, may be expected to arrest the decline of the area.
15. Rehabilitation, preservation, restoration, and acquisition of historic properties either publicly or privately owned.
16. Activities designed to implement strategies for economic development and neighborhood revitalization carried out by the recipient or a public or a private non-profit entity, a neighborhood-based profit organization, local development corporation, or Small Business Investment Company (SBIC).
17. Activities necessary to develop a comprehensive community development plan and a policy-planning management capacity to assist recipients in effectively determining needs, setting goals and objectives, and devising and evaluating programs/ activities.
18. Payment of reasonable administrative costs related to the planning and execution of community development and housing activities.

VI. Ineligible CDBG Activities

1. Assistance to buildings used for the general conduct of government, except to remove architectural barriers.
2. Expenses required to carry out the regular responsibilities of general local government.
3. Expenses of any political activities, such as candidate forums, voter transportation, or voter registration.
4. Purchase of equipment.

5. Expenses associated with repairing, operating, or maintaining public facilities, except operating and maintenance expenses associated with public service activities.
6. Assistance for the construction of new permanent residential structures or for any program to subsidize or finance such new construction.
7. Income payments such as housing allowances, down payments, and mortgage subsidies.

All projects must be located within City of Norfolk boundaries.